Minutes of the June 18, 2013

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 7:30 A.M. on Tuesday June 18, 2013 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Borchardt, Adelmeyer, Schaefer, and Gohr.

Also present: Mielke, Kolp, Patti Hilker, Chief Deputy Scott Smith, and Lifke.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Borchardt and 2nd by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion Carried.

Motion by Schaefer and 2nd by Adelmeyer to approve May 14, 2013 regular committee meeting minutes as presented. Motion Carried.

Chief Deputy Scott Smith presented a memorandum requesting appropriation of \$1,500 from Business Unit (BU) 2035 – Crime Prevention for an annual purchase of educational and associated supplies. Julie Kolp, Finance Director reported BU 2035's Fund Balance to-date is \$7,524. Motion by Borchardt and 2nd by Schaefer to approve appropriation of \$1,500 from BU 2035 – Crime Prevention Fund to purchase educational and associated supplies. Motion Carried.

Russ Freber, Physical Facilities Director submitted an invoice requesting approval to purchase two custom cabinets for Jail Intake area. Motion by Borchardt and 2nd by Schaefer to approve purchase of two custom cabinets for Jail Intake area and fund balance transfer of \$1,300 from BU 1326 – Jail Improvement Fund to cover cost. Motion Carried.

Jim Mielke, Administrator informed committee members of a proposed resolution regarding enhancements to Sheriff's software upgrade. According to Chief Deputy Smith, New World software is complex and enhancements were suggested by the installation team to make the software more efficient. The \$35,000 - \$36,000 enhancements would enable officers to enter information in real time and prevent duplication of entry by office staff. According to Smith, the installation team thought it would be more beneficial to add the enhancements at the time of software implementation instead of waiting. The resolution is anticipated for August's County Board meeting. New World software is expected to go live in September for the county with municipalities following in January.

Mielke continued with discussion on Resolution Reports. He asked committee members to consider Finance Committee's responsibility for budget adjustment resolutions. According to Dodge County's Finance Committee description as set forth in the County Board Rules of Order, Finance Committee should be making a recommendation. The Report as currently written doesn't make a recommendation. Committee members thought the Finance Committee should have oversight but not necessarily make a recommendation. Suggestions were made to add a line to resolutions stating "Reviewed by Finance Committee." Possible resolution formats will be brought before the Finance Committee with a decision being made for the "2014 Rules of Order" handbook.

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Patti Hilker, Treasurer presented information on banking Request for Proposal (RFP). Ehler's Inc. sent RFPs to local banks. Responses were received by Horicon Bank and Hartford Savings Bank (HSB). According to Hilker, not all banks need deposits and therefore may have discouraged them from responding. Disadvantages for Horicon Bank are higher fee costs and logistics. It would cost the county over \$1,000 per month more in user fees with Horicon Bank and they don't offer compensated balances. No disadvantages were cited for HSB. Advantage for Horicon Bank was positive pay. HSB doesn't offer this feature. Bank strength was good for both facilities. HSB's change to Landmark is estimated around July 31, 2013. Committee members requested Ehler's to review contract wording in anticipation of changeover. Motion by Schaefer and 2nd by Gohr to continue banking services with HSB. Motion Carried.

Discussion continued on Treasurer's current process of taking deposits to the bank. There was consensus by committee members to review the process in consideration of employee safety. Mielke will follow-up.

The County Treasurer provided committee members copies of April 2013's report of working cash account and May 2013's county investment holdings for review.

The County Treasurer provided committee members with the Human Service North Project Note Proceeds Maturity Expiration from May 2013's Ehler's Investment Report. According to Hilker, Note proceed amounts invested with Ehlers is decreasing. As securities mature, they are transferred to the Local Government Investment Pool (LGIP) in anticipation of project cashflow needs. The project is expected to be completed in October.

The monthly report on county sales tax remittance was reviewed. May 2013's remittance for March was \$481,241 compared to \$470,113 from the same period in 2012. The fiscal year remittance to date is \$2,099,981 compared to \$2,001,032 the same time period in 2012.

Mielke discussed the Sales Tax resolution that will brought to June's County Board meeting. The resolution supports county allocation of an additional ½% Sales Tax to support highway funding. Supporters feel it's important to bring this matter to the Wisconsin Counties Association (WCA) platform and bring statewide awareness to needs for additional highway funding.

Mielke presented 2014's Budget instructions and timeline. Worksheets will be sent out the first part of August. Budget completion is anticipated early October with Finance Committee review October 23rd. State Budget is expected to be signed by July 1st. Major budget unknown is Health Insurance rates. Rates will be posted in September. According to Mielke, Health Insurance is expected to have a major budget impact. He is estimating at least 10%. Wisconsin Retirement System (WRS) rate for General Employees is projected to go from 6.65% to 7.0%. This will have an estimated \$130,000 impact.

Mielke presented 2014-2018's Capital Improvement Program. This is the first draft. Highlights noted for 2014 are:

• Clearview will replace 40 resident beds. Beds weren't replaced with the transition to the new facility. This request follows Clearview's 40 beds/year replacement plan.

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- Emergency Management will be upgrading the county paging system. Current system is narrow banding which experiences high incidents of dropped pages. There is an 80/20 grants available to cover costs of some of the phases of implementation. The grant is expected to be available for the first phase. There's a total of four phases with an overall potential cost of \$2.5 million. Current grants could cover \$1.5 million of costs. County match is proposed to come from Sales Tax.
- Highway continues with annual request to repave 20 miles of road at \$5.8 million. There is discussion on a joint project with Iron Ridge to repave Hwy S through Iron Ridge at \$300,000. Hwy C to Hwy 151 (1.5 miles) is projected for 2014 at \$1.8 million. All of these projects are proposed to be funded from the Sales Tax Fund.
- Highway continues with truck and equipment rotation at \$1.45 million of proposed levy funding.
- Information Technology is requesting to replace the AS400 with Financial Suite in late 2014. This will be an 18 month project with the 2nd phase slated for 2015's Budget. The first phase is projected at \$550,000 and 2nd phase at \$400,000.
- Land Conservation is requesting a new pickup truck. It's listed for each year in anticipation of removing it from year(s) following procurement.
- Land, Resources and Parks requests to continue with Park system improvement.
- Physical facilities requesting for elevator upgrade at Henry Dodge building expected to be removed. Roof replacement for \$700,000 at Henry Dodge building is requested for 2014. Sales Tax funding is anticipated to fund this project.
- Sheriff is requesting to replace transport vans and patrol squads at \$80,000 and \$280,000 respectively.

Upcoming projects for 2015 are optical scanning for County Clerk voting system and Neosho and Reeseville satellite highway shops.

Julie Kolp, Finance Director presented information on her scholarship presentation and GFOA's National Convention in San Francisco. According to Kolp, there were 167 international scholarship applicants for various scholarships. Kolp received one of four \$5,000 Government Finance Professional Development Scholarships. The GFOA National Convention consisted of many breakout sessions and Kolp provided committee members with summaries on sessions she attended. Overall, the conference focused on cooperation, collaboration, and leadership. It encouraged people to listen to each other and break down "silos". Other messages were "build once and benefit" and social media promotes transparency.

Kolp continued with information on Advance Government Finance Institute's session being held in July. This session is offered every other year and will be held in Madison this year. Participants must apply and 50 are chosen to attend. It's a weeklong session focusing on strategic planning, global and economic trends, relationship with media, technology trends and organizational leadership.

Strategic and Financial Planning Model will remain on the agenda but tabled for this meeting. Mielke reported 2013 Budget money is still available.

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Kolp updated committee members on the creation of a new Business Unit. Employees of Dodge County have been proactive in creating a Health and Wellness program. They are currently raising funds to support new equipment and wellness programs. They have raised some funds and the money is currently being held in an employee's drawer. Kolp suggested creating BU 905 – Employee Health & Wellness in the Human Resource Department because of its implication to employee benefits. Kolp presented this information to committee members for awareness.

Next regular meeting is scheduled for Tuesday, July 9, 2013 at 7:30 in Room H & I - Auditorium on the $1^{\rm st}$ floor of the Dodge County Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:57A.M.

Gerald Adelmeyer,

Secretary